

**INFORMATION AND GUIDELINES**

**MUNICIPAL GRANT-IN-AID PROGRAM**

**2001**

RE: Administration of Grants-In-Aid to Municipalities for ATV Trails and Facilities, M.R.S.A., Title 12, Chapter 715, Subchapter II, Section 7854, Paragraph 4B.

**PLEASE READ!!!!**

Enclosed is a packet which explains the Bureau of Parks & Lands Grants-In-Aid Program to municipalities which was authorized by the 112th Legislature. Under the terms of the municipal grant, the State can cost share up to but not exceed the rate of 50% State, 50% local. Needless to say, all trail plans will require approval by the Bureau and a determination will be made at that time on which formula will apply. The approved percentage could change annually depending on available funds and size of any one project.

All applications for assistance with trail development and/or maintenance during the 2001 ATV season must be submitted to the Bureau of Parks & Lands no later than May 30, 2001. Trail development is considered creating **NEW** trail, rerouting trail, constructing new bridges or parking facilities. We have also included in this packet a sample copy of a use permit which may be used to obtain authorization to cross private property. This type of authorization would meet the requirements of the Bureau of Parks & Lands when reviewing your request for assistance. Also included is a sample Project Certification, Project Description, Application, Agreement, and Worksheet, and Reimbursement Request Form.

## **I. PROCEDURES FOR APPLYING FOR A GRANT**

The following materials must be submitted when requesting assistance for a municipal ATV trail project. All materials should be originals with original signatures except the map providing the project location.

**A. Project Certification** - This must be typed on municipal letterhead, using the enclosed sample as a guide. Insert the proper wording that applies to your community wherever indicated by **BOLD PRINT IN PARENTHESIS** on the sample. It must be signed by the appropriate municipal officers (Example: selectmen, town or city council, etc.). This assures us that the Legislative body of the municipality approves of the proposed project and the requesting of financial assistance.

**B. Project Description** - A detailed description of the proposed project must be submitted before we can give the project funding consideration. The description must include **ALL** work, type and cost of necessary equipment, personnel required and resources available for the project. It must also include a breakdown of the material costs, estimated number of hours for labor and equipment and the hourly rate to be paid. The cost of purchasing capital equipment items is not reimbursable. If the project is to be contracted, the contract should specify the responsibilities of the contractor, the method of payment including the maximum amount and a copy forwarded to this office. We recommend a per hour rate for contracts if that is the way the work will be completed. The construction of bridges requires permits or notification to LURC or DEP. Copies of these notices are required if you want state funding assistance.

**C. Map** - A map of the proposed ATV trail project. The map should be a topographical map if at all possible to enable us to determine the terrain

and other natural features. In any event, the scale of the map submitted should be equal to the topographical map or greater. The map must show the proposed trail, water crossings, if any, opportunity for expansion, relationship with existing trails in surrounding areas and number of miles existing in your project. If you are to use the map on file with last years project, you must say so **IN WRITING**. This may be included on the Project Description (see sample).

**D.Landowner Permission** - If the request for financial assistance is for use and minor maintenance of existing trail we will accept a letter certifying that all landowners over whose land the trail passes have been contacted and have granted permission, (this may be a part of the Project Description - see sample). However, in the event that the application is requesting financial assistance for development of new trail or major construction on existing trail, landowner permission **must be in writing** for the areas to be developed.

**E.Application** - The application which must be completely filled out and signed by the person given the authority in the Project Certification.

1.The estimated costs specified on the application may include administrative costs incurred in obtaining land use permits but not costs of same if a fee is paid for use of the land.

2.Cost of the actual development of new trail or improvements to existing trails, including related facilities.

3.Cost of maintaining the trail, parking areas, trail signs, enforcement of trail rules and Maine statutes etc.

**F.Agreement** - The signed agreement may be sent with the original application or held until notification of the application approval by the

Bureau of Parks & Lands; the municipality must then submit the original agreement between the State of Maine and the municipality. One signed copy will be returned to the town. Approval of the grant will be expedited if the signed agreement is sent with the grant application.

## **II. REIMBURSEMENT**

A request for reimbursement can be submitted on a monthly basis or at the end of the season, whichever suits the desire of the municipality best. We prefer that they be submitted monthly because we can conduct our review much more quickly at the end of each month than if submitted for an entire season. It is also an advantage to the municipality if the requests are submitted monthly because they will only have to have their portion of the money in a fund rather than the entire amount in order to pay the bills. In any event, **THE FINAL REIMBURSEMENT REQUEST MUST BE SUBMITTED NO LATER THAN NOV. 30TH** of the year in which the project was operational.

Reimbursement requests received POSTMARKED after November 30th will forfeit state reimbursement. Requests containing items not pre-approved on the Project Description or by letter, will lose reimbursement by the State for those items. **The method of filing for reimbursement is as follows:**

- A. One copy of the Request for Reimbursement completed as per the terms of the grant. A sample is provided in the packet for your reference.
- B. Copies of all receipts substantiating payment of expenditures reported or a copy of the town warrant on which the payment was made or an invoice marked paid. (See sample enclosed). Worksheets are not invoices or receipts.

C. A worksheet must be used by the project director as work is performed or purchases made and a copy of that must be forwarded with the reimbursement request. This should describe briefly where the work is done by site location or trail number.

D. The reimbursement request must be signed by the person to whom the town gave the authority to submit the application requesting financial assistance. (See Project Certification).

Upon receipt of the reimbursement request, it will be reviewed by the ATV Program, Bureau of Parks & Lands, to ensure compliance with the terms of the grant and if so, reimbursement will be made on basis of the previously approved percentage of the cost for the work performed during the dates covered by the reimbursement request. All expenses incurred during the period covered should be included on the appropriate request for reimbursement and not carried over to a late request.